

# INTERAGENCY LOCALLY EMPLOYED STAFF POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Hanoi, Vietnam	2. AGENCY Department of State	3a. POSITION NO. A-562-09
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☒ Yes      7 position (Position No. N-562-02/03/04/05/06/07/08)      ☐ No

**4. REASON FOR SUBMISSION**

☐ a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

☒ b. New Position      1 additional position (A-562-09)  
(Offices expansion and presence of Mission staff at Tungshing building)

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Senior Guard, FSN 710	5	MTD <i>MTD</i>	11/18/10
b. Other				
c. Proposed by Initiating Office	Senior Guard, FSN 710	FSN 5		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. MISSION U.S. Embassy, Hanoi	b. Second Subdivision
a. First Subdivision Regional Security Office	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____	NGUYEN, Dang Thung Typed Name and Signature of Local Supervisor _____ Date(mm-dd-yy) _____
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Keith J. Byrne Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____	<div style="text-align: center;"><i>Maria T. De Veyra</i></div> Maria T. De Veyra Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____
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**13. BASIC FUNCTION OF POSITION**

As a senior guard assigns and relieves guards to and from specific posts according to an established assignment schedule. Patrols assigned areas either on foot, on a motorbike or in a vehicle, constantly keeping alert and making an immediate investigation of complaints, irregularities, and unusual or suspicious



circumstances. Recognizes emergencies and abnormal situations and takes necessary actions depending on the nature of the incident. Incumbent is personally assigned to guard stations or areas considered the most dangerous or hazardous because of the potential for theft, sabotage, or terroristic activity.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

100% OF TIME

Under the oversight of the Guard Force Commander and direct supervision of shift commander, The incumbent provides direct line supervision of a 8 to 22 guard squad depending on their assigned schedules. Incumbent is responsible for protecting the lives of USG personnel and property by ensuring all posts are manned. Through the effective use of random/unannounced post inspections, incumbent must ensure that the guards are alert, properly uniformed and equipped and have a thorough understanding of the general and post orders. Incumbent mentors the guards under his /her supervision, identifying strengths and weaknesses, provides remedial OJT, and recommends individual guards for awards or disciplinary action as appropriate to the Shift Commander. Assists Shift Commander with the day-to-day management by documenting performance, security discrepancies, and verifying time & attendance.

- During office hours, the incumbent conducts random inspections of 5 guard posts at Tungshing building for most of time and other 4 to 5 USG facilities in the Northern part of Hanoi located near Tungshing building. After office hours, Incumbent is assigned to inspect 4 to 5 USG facilities. The number of guard posts inspected ranges from 8 to 22 depending on the shift. Patrols and inspections are either on foot, motorbike or vehicle. Inspects guards to ensure that they are alert, properly uniformed, and that all equipment is accounted for and functioning. Quizzes the guards' knowledge of general and post orders and their responses to emergency situations. Reviews the post logbook to ensure that it is up to date and makes notes as to any discrepancies observed. Reviews incident reports prepared by guards for accuracy and completeness and forwards them to the Shift Commander. If necessary, drafts a written inspection report to document superior performance or significant deficiencies. 60%
- Makes immediate investigations of complaints, irregularities, unusual or suspicious circumstances. Provides guards with remedial OJT to improve their performance. Drafts counselling statements for all guards in his/her squad. 20%
- Recognizes emergencies and abnormal situations and takes necessary actions depending on the nature of the incidents. Drafts incident reports as required to document such incidents. 10%
- Maintains work schedule for proper staffing of all assigned posts. Stands posts as required to provide relief and/or cover for personnel shortages - 10%

## 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education  
Completion of secondary school is required.
- b. Prior Work Experience  
Two years of experience in security guard or guard related duties with progressively increasing responsibilities.
- c. Post Entry Training  
Must receive training on basic first aid; fire fighting techniques, bio/chemical attack response, vehicle and personnel screening procedures, surveillance detection and emergency responses. Communication skills basic training. Must be trained on the use and basic preventative maintenance of the Itemiser III explosives detector, 3 types of X-ray machines, and 2 types of walk-through metal detectors. Must be trained on the use of the side handle baton and expandable baton and the proper use of force.
- d. Language Proficiency: List both English and host country language(s) by level and specialization.  
English:            Written: Level 3 and Spoken: Level 3

e. Knowledge

Incumbent must have thorough knowledge and understanding General Guard Orders and Post Orders for all posts, access control policy, and especially emergency procedures. Must have complete knowledge of Embassy policies and regulation to include those contained in the FSN Employee handbook. Must have ability to read and write and be able to communicate with people from all different ethnic, and socioeconomic backgrounds. Must have complete knowledge of Mission organizations, offices, facilities, and residences. Must be familiar with the most efficient routes to and from all facilities and residences in order to respond to emergencies in a timely fashion. Must have Basic knowledge of first aid, CPR, and Bio/chemical response.

f. Skills and Abilities:

Must have a valid vehicle or motorbike driving license. Incumbent is able to find effective ways to motivate subordinates to remain alert and knowledgeable about their responsibilities. In the event of an emergency or security incident, incumbent must determine the actions necessary and react quickly and decisively. Must have ability to communicate with people from all ethnics, and socioeconomic backgrounds. Must have thorough knowledge of the use of force, the right of self-defense, method of escalation and de-escalation of force, and the use of both the side handle and expandable batons.

**16. POSITION ELEMENTS**

a. Supervision Received

Under the direct supervision of the Guard Force Commander and the Shift Commander.

b. Available Guidelines

General and post specific guard orders.

c. Exercise of Judgment

Must be able to exercise good independent judgment in response to security incidents and emergencies.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

Contact with RSO, ARSO, Guard Force Commander, Shift Commander, other guards, Embassy personnel and visitors & victims of accidents or crimes. Must also develop and maintain good relationships with Tungshing security force, local law enforcement in the local area.

f. Supervision Exercised

Provide direct line supervision to 15 Access guards. Depend on the schedule of shift, incumbent may be required to supervise up to 22 guards throughout the shift.

Time Required to Perform Full Range of Duties after Entry into the Position

One year.